

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

March 24, 2006
Received
Board
Members

PRESENT: David Donarski, Barb Wescott, Judy Watermolen, Helen Bie, Tom Diedrick,
Ethel Macaux, Pat Cochran, Judy Parrish, Ron Antonneau

EXCUSED: Joe Van Deurzen, Jean Kleter

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Diana Brown,
Amie Bastian, Alice Byrnes, Sup. William Clancy

Chairperson Donarski called the meeting to order at 8:30 a.m.

ADOPTION OF AGENDA: Dr. Donarski requested a motion to adopt the amended agenda for the March 24, 2006 meeting. Ms. Macaux requested a small amount of time following Agenda Item No. 7 to discuss the possibility of changing the day of the monthly Board Meeting. A motion was made by Mr. Antonneau and seconded by Ms. Wescott to adopt the amended agenda with the addition of Ms. Macaux after Agenda Item No. 7. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF JANUARY 27, 2006:

Dr. Donarski asked for any additions, corrections, or deletions to the minutes of the regular meeting of January 27, 2006. Mr. Antonneau moved and Ms. Cochran seconded to approve the minutes of the regular meeting of January 27, 2006. **MOTION CARRIED.**

FINANCIAL REPORT:

- **A. REVIEW & APPROVAL OF THE JANUARY 2006 REPORT:** Ms. Archambault noted that the January Report looks to be on target. Salary Expenses and Fringe Benefits will be under as the budget includes I&A Staff that will not be hired until late June or July because of the delay in the remodeling project.

A motion was made by Mr. Antonneau and seconded by Mr. Diedrick to receive and place on file the January 2006 Finance Report. **MOTION CARRIED.**

- **B. REVIEW & APPROVAL OF RESTRICTED DONATIONS:** Ms. Archambault reported no restricted donations for January. She noted that the Restricted/Memorial Donations Report reflects beginning balances for January 1, 2006. Also included was the Capital Campaign Status Report for board members to peruse.

A motion was made by Mr. Antonneau and seconded by Ms. Wescott to approve and place on file the Restricted Donations Report. **MOTION CARRIED.**

APPROVAL OF ADDITIONAL REMODELING EXPENSES (\$14,250) FOR TELEPHONE & COMPUTER WIRING: Ms. Archambault explained that \$150,000 had been allocated for the remodeling project; however, there is a separate expense to install the wiring needed for telephones and data processing that would not be covered by this amount. Funds would be available for this project.

A motion was made by Mr. Antonneau and seconded by Ms. Wescott to approve the additional remodeling expense of \$14,250 for telephone & data processing wiring. **MOTION CARRIED.**

Dr Donarski added that as things move along with the remodeling project, it may be necessary for the Executive Committee and as many board members as possible to meet between

regular board meetings to help Ms. Archambault with decisions on issues that cannot wait until the next regularly scheduled meeting.

AGING NETWORK LEADERSHIP COUNCIL REPORT: Dr. Donarski reported that he and Ms. Archambault are part of the Aging Network Leadership Council and are currently working on the "Modernization of the Aging Network". The Leadership Council realizes that modernization must happen if the Aging Network is to survive. The Network is defined as the Bureau of Aging and Disability Resources, the Area Agencies on Aging and the County and Tribal Aging Units. The Leadership Council is using the "SMART Plan" (specific, measurable, attainable, results-based, and time-bound) to develop goals based on the principles of the Older American's Act. So far, the council has completed recommendations to "Promote Individual and Organizational Advocacy" and to "Promote the Visibility of Seniors Really Being in Charge". One recommendation is to train a minimum of 1% of the older people in WI to become advocates by July 1, 2009; another is to develop a mentoring program for all new board members to assure strong advocacy by seniors by April, 2008. Advocacy is a major principle in the Older Americans Act, and these goals will assure that advocacy is maintained in the "modernized" network.

RECOMMENDATIONS / APPROVAL OF ADRC STAFFING: Ms. Archambault distributed a "Recommendation for Personnel Changes in the 2006 Budget" information sheet. She first reviewed the staffing recommendation for the home-delivered meal program. She explained that when Ms. Zuidmulder assumed the position of Program Director, the .75 Home Bound Meal Coordinator position became open. Since that time, our two Home Bound Meal Workers (FTE 0.50 each) have shared the responsibilities of the Coordinator's position; however, neither are interested in assuming those responsibilities full time. Ms. Archambault recommended that this staffing arrangement continue for now, and that a temporary part-time meal driver be employed. That would allow us to determine if this staffing is more effective for the program. Any permanent change would be requested during the 2007 budget process. This change would only add \$343 to our personnel expenses.

A motion was made by Mr. Antonneau and seconded by Ms. Wescott to approve the recommendation. **MOTION CARRIED.**

Ms. Archambault went on to explain that the 2006 organizational chart includes 1.5 Disability Benefit Specialist (DBS) positions. Currently, we have a full-time DBS on staff. Her workload is much more than we had anticipated, and staff is recommending that the part-time position be increased to full-time. That would mean that we need to add a .5 position in the organizational chart.

In addition she is requesting that an additional FTE Information & Assistance (I&A) Specialist be added, a position that was projected to be included in 2007 for the ADRC grant. Because of the delay in the remodeling project, we have not yet hired the new ADRC staff included in the 2006 budget. These positions will be filled in late June or July. Because of increasing workload, recruiting expenses and the time required to train workers, it would be more efficient and cost-effective to add the additional I&A position now.

Ms. Archambault stated she has taken the Receptionist Position off of the agenda due to lack of funds.

Ms. Archambault was requesting board approval and explained that she would then need to obtain county board approval before the changes could be implemented.

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A motion was made by Mr. Antonneau and seconded by Ms. Parrish to approve the recommendation for the addition of a .5 Disability Benefit Specialist and 1 FTE Information & Assistance Specialist to the 2006 Organizational Chart. **MOTION CARRIED.**

COMMITTEE APPOINTMENTS: Dr. Donarski announced that the members of the By-Laws Committee would be Mr. Diedrick, Ms. Parrish, Ms. Macaux, and himself. A meeting was set for April 3, 2006 at 1:00 p.m. at the Aging & Disability Resource Center. There will be more committee changes to be announced at a later date.

At this time Ms. Macaux expressed her concern for the lack of attendance at the presently scheduled 4th Friday of the month Board Meetings. She stated she had contacted all but one board member this past week and it appeared that the 4th Thursday of the month would be a more convenient day to meet. Ms. Macaux recommended that a vote on the change of meeting time be placed on next month's agenda and that if members were unable to attend the meeting, they should send in a note stating "in support" or "not in support" of changing the meeting date. It was also suggested that the April meeting be held on the 4th Thursday, April 27th, at 8:30 a.m. Ms. Archambault suggested we hold the meeting at the new facilities of the Curative Adult Day Care on Western Avenue.

A motion was made by Ms. Macaux and seconded by Ms. Cochran to approve the recommendation. **MOTION CARRIED.**

DIRECTOR'S REPORT: Ms. Archambault reported on the following:

- A news release from the Coalition of Wisconsin Aging Groups regarding the Senior Statesmanship Program was distributed and board members were invited to attend. This is an advocacy training that educates older people on the legislative process at the state level of government. Ms. Alice Byrnes from the Bay Area Agency on Aging noted that the BAAA has a limited number of \$300 scholarships available and application can be made through the Bay Area Agency.
- Ms. Archambault announced the upcoming Coalition of Wisconsin Aging Groups Convention to be held in Appleton in May. The cost of the convention is \$145 per person; however, there is a special rate for Wednesday, May 31st, that may be of interest. The Aging & Disability Resource Center will also be looking for a volunteer to be our delegate at the convention.
- At this time the Aging & Disability Resource Center is in the process of recruiting new Information & Assistance workers as well as working on ordering furniture for the new office space.
- SAMS is our new software for our Client Database and staff will be attending upcoming training.
- Ms. Archambault distributed the National Association of Area Agencies on Aging's Policy Priorities for 2006 for board members to peruse.

BAY AREA AGENCY ON AGING REPORT: Ms. Byrnes reported that this is the year that Aging Units need to submit a 3- year plan. At this time the Field Staff and the Director are working on producing an outline to minimize the amount of writing involved to develop the plan. Ms. Byrnes hopes to bring more details on what is really needed to accomplish this to the next meeting.

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ANNOUNCEMENTS: Dr. Donarski stated that he has been reading "The Wisdom Paradox", How Your Mind Can Grow Stronger as Your Brain Grows Older by Elkhonon Goldberg, PH.D. and at a future date would appreciate some time to present to the board and discuss the McArthur Foundation Study of approaches of aging and the mind.

Dr. Donarski reminded board members that next month's meeting will be held on Thursday, April 27th, at 8:30 a.m. at the N.E.W. Curative Adult Day Care Facility on Western Avenue.

Mr. Antonneau complimented Ms. Diana Brown and Mr. John Bloor on their new Adult Day Care Facility and their ability to do more with less to serve the aging.

ADJOURN: Ms. Wescott moved to adjourn and Mr. Antonneau seconded. **MOTION CARRIED.** The meeting adjourned at 9:50 a.m.

Respectfully submitted,



Arlene Westphal, Secretary